REPLY TO
ATTENTION OF:

AETT-AG                                                                      20 June 2007

MEMORANDUM FOR All units assigned to 7<sup>th</sup> US Army Joint Multinational Training
Command (JMTC)

SUBJECT: Standard Operating Procedures for Submission of OERs

1. **References**

   a. AR 623-3 Effective 15 May 2006
   b. DA PAM 623-3 Effective 15 May 2006
   c. USAPA: to search for publications
   d. 7<sup>th</sup> US Army JMTC Evaluations Guidance (http://www.hqjmtc.army.mil)

2. **Purpose:** To establish procedures to process officer evaluations using the following:

   a. DA Form 67-9, Officer Evaluation Report Form, dated March 2006
   b. DA Form 67-9-1, Officer Evaluation Support Form, dated March 2006
   c. DA Form 67-9-1a, Developmental Support Form, dated March 2006
   d. My Forms Content from AKO (https://www.us.army.mil)

3. **Responsibilities**

   a. Subordinate units will develop their own SOP in accordance with current policies and procedures (AR 623-3 and DA PAM 623-3) to ensure quality control and timeliness of submission.

   b. JMTC G1 will enforce current policies and procedures IAW AR 623-3 and DA PAM 623-3.

4. **Timeliness:** IAW paragraph 5-2a(2), DA PAM 623-3, OERs are due to HQDA NLT 90 days from the thru date of the report.

5. **Requirements:** Computer, Internet Access and an AKO account to log in My Forms Content from AKO https://www.us.army.mil/

6. **Submission to HQDA:** In order to maintain proper accountability and timeliness of all OERs the Senior Rater (SR) or designee will be the **only authorized** individuals to submit reports to HQDA. The electronic submission of OERs through AKO My forms is found in the user's inbox at the end of the action buttons named "SP. TASKS". Click the down arrow and select the option "SEND TO HQDA".
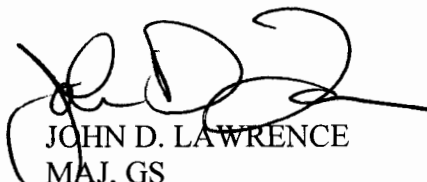
7. **Procedures:** All OERs will be routed and processed using the AKO (FCMP) Forms Content Management Program and will be digitally signed.

8. **Processing Steps**

    a. Rater initiates OER by logging in to <u>My Forms Contents Page</u> thru AKO.
    b. Rater prepares initial OER draft by creating a folder for the rated officer that will include OER (DA Form 67-9), OER Support Form (DA Form 67-9-1) and Developmental Support Form (DA Form 67-9-1a / if applicable). The rated officer's ORB, APFT scorecard and proposed senior rater comments will be attached to the OER support form. Rater routes the folder with attachments to SR.
    c. SR provides comments on OER draft and routes to Human Resources (HR) Supervisor for final review.
    d. HR Supervisor reviews OER and routes to rater for digital signature.
    e. Rater digitally signs OER and routes OER back to SR.
    f. SR conducts counseling session with rated officer and digitally signs OER. Routes OER to rated officer for signature.
    g. Rated officer digitally signs OER and routes back to SR.
    h. SR or designee sends OER to HQDA.

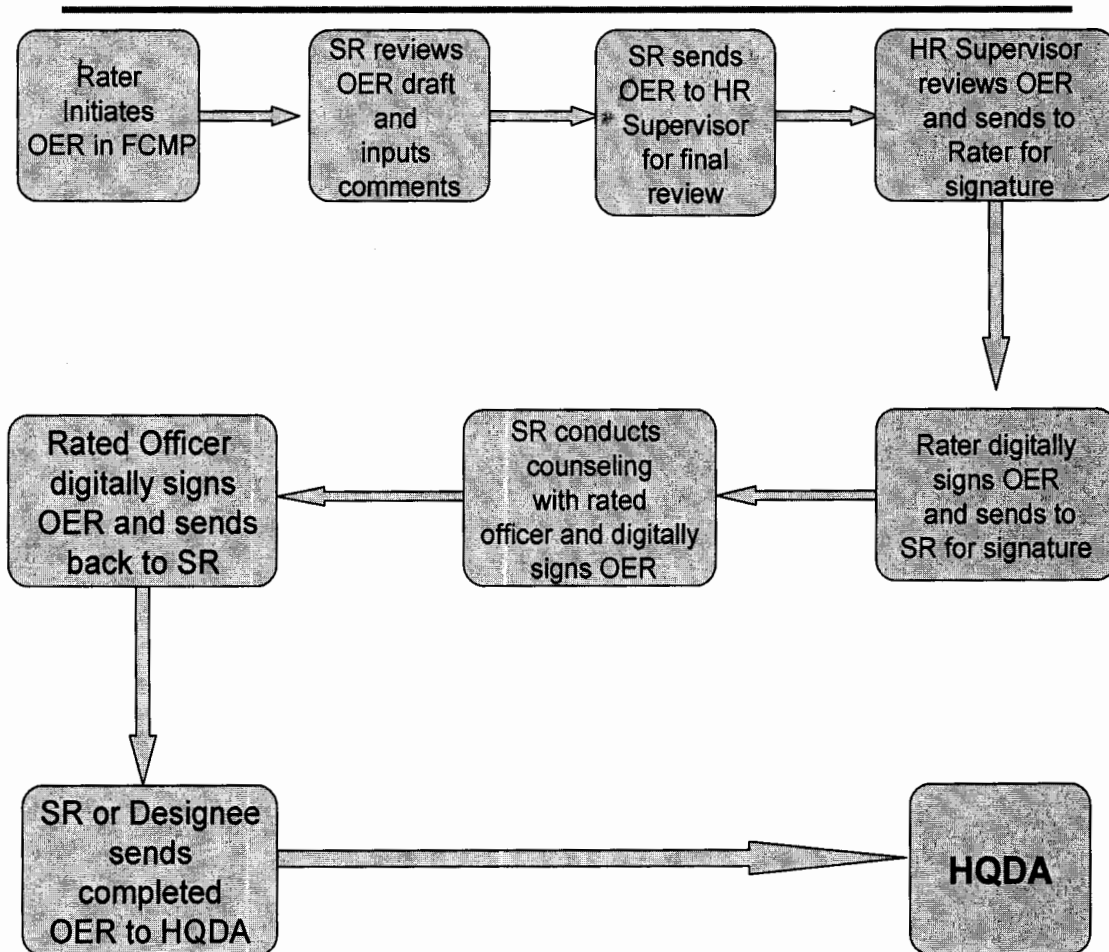9. The POC for this SOP is the undersigned at DSN 475-6947 or email john.lawrence@us.army.mil.

encl
OER Routing Flow Chart

JOHN D. LAWRENCE
MAJ, GS
Assistance Chief of Staff, G1

## USAREUR

**7TH US ARMY JMTC**
**OER Routing Flow Chart**

**JMTC**
JOINT MULTINATIONAL TRAINING COMMAND

```
┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│    Rater     │     │  SR reviews  │     │   SR sends   │     │ HR Supervisor│
│  Initiates   │ ──> │  OER draft   │ ──> │  OER to HR   │ ──> │ reviews OER  │
│ OER in FCMP  │     │     and      │     │  Supervisor  │     │ and sends to │
│              │     │   inputs     │     │  for final   │     │   Rater for  │
│              │     │  comments    │     │    review    │     │  signature   │
└──────────────┘     └──────────────┘     └──────────────┘     └──────────────┘
                                                                        │
                                                                        v
┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│Rated Officer │     │  SR conducts │     │    Rater     │
│digitally signs│ <─ │  counseling  │ <─ │  digitally   │
│ OER and sends │     │  with rated  │     │  signs OER   │
│  back to SR   │     │officer and   │     │  and sends   │
│              │     │  digitally   │     │ to SR for    │
│              │     │  signs OER   │     │  signature   │
└──────────────┘     └──────────────┘     └──────────────┘
        │
        v
┌──────────────┐                                          ┌──────────────┐
│ SR or Designee│                                         │              │
│    sends     │ ──────────────────────────────────────> │    HQDA      │
│  completed   │                                          │              │
│ OER to HQDA  │                                          └──────────────┘
└──────────────┘
```

*** OERs will be routed as originals only